Advanced Manufacturing Industrial Readiness Training
Student Workplace Success Skills Curriculum

The Advanced Manufacturing Success Skills curriculum provides students with a solid grounding in important soft skills topics in order to increase their chances of workplace and personal success. The coursework focuses on ten major components:

- Goal Setting
  - Creating a Personal Vision Statement
  - Creating SMART Goals
  - Implementing Goals
- Team Building
  - Advanced Manufacturing Industry Norms
  - Successful Team Development
  - Resolving Team Conflict
- Stress Management
  - Coping Behaviors and Health Concerns
  - Stress Management
  - Laughing Yoga
- Time Management
  - Aspects of Time Management
  - Evaluating Time Usage
  - Time Management Tips
- Communication
  - Building Self-Confidence
  - Asking Good Questions
  - Listening Skills
- Critical Thinking
  - Characteristics of Critical Thinkers
  - Core Critical Thinking Skills
  - Problem Solving
- Workplace Culture
  - Diversity
  - Safety
  - Accountability
- Job Search
  - Creating a Plan
  - References
  - Job Applications
- Resume and Cover Letter
  - Parts of a Resume
  - Resume Format
  - Cover Letters
- Interviewing
  - Before the Interview
  - Answering Questions
  - Follow Up

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